

## **Request for Proposals Real Estate Market Study**

The Kayenta Township, a political subdivision of the Navajo Nation, is seeking proposals from qualified real estate development and/or consulting firms to develop a comprehensive Real Estate Market Study. The selected appraiser will conduct a market study of rents paid or to be paid by all existing and potential businesses within the Kayenta Township, which encompasses approximately 3606.43 acres, more or less, in Kayenta, Navajo Nation (Arizona).

Scope of Services. The appraiser will perform appraisals in conformity with the Uniform Standards of Professional Appraisal Practice and Standard Rule 2-2(a). The appraiser will review the rental structure of all existing business site leases within the Township and relevant areas surrounding the Township; derive a reasonable opinion of the market value of business sites in the various commercial zones established by the Township; and recommend an optimal rental structure based upon such analysis and the location and type of businesses. The Real Estate Market Study must be completed within 30 days of the assignment and accepted by the Kayenta Township Commission.

Each Proposer must provide:

- A description of the firm, its form of ownership, and its areas of practice and specialties. Include copies of any real estate licenses and certificates.
- Name, title, address, phone and fax numbers, and e-mail address of the principal contact person of the Appraiser and any proposed consultant to be retained.
- Narrative statement of experience which would enable the Appraiser to accomplish the scope of work.
- A proposed time schedule indicating the start and completion dates of major aspects of the program. Any conditions which could affect either the time schedule or ability to provide services must be clearly identified with the Appraiser's response.
- A statement indicating whether the Appraiser has professional liability insurance with an insurer with an A.M. Best's rating no less than A.
- An itemized budget for this project detailing the costs associated with each aspect of the proposed market study and analysis program, including a schedule of costs and expenses. The budget shall include a flat rate fee schedule for each level of staff who will be rendering services for the project. Estimated expenses may include the retention of other consultants and support staff, mailing, advertising, etc. All expenses must be reasonable.
- A list of the names, addresses and phone numbers of at least three references.
- A list of relevant client services, including a contact name and telephone number.
- If claiming Navajo Preference, include evidence of such preference.

Due Date. Two copies of the proposal must be submitted no later than 5:00 p.m., local time, on October 19, 2012, by personal delivery to the Township Office, ¼ mile north of Highway 163, or by regular mail at the address listed below.

Kayenta Township  
P. O. Box 1490  
Kayenta, Navajo Nation (AZ) 86033

Inquiries may be addressed to Andre Cordero or Geri Laughter at (928) 697-8451.

The Township will abide by the Navajo Nation Business Opportunity Act and Navajo Preference in Employment Act, and reserves the right to reject any and all bids and to waive any informality.

To be published in the Navajo Times, Gallup Independent, AZdailysun, and Lake Powell Chronicle.